Northern Rockies IMT Meeting
Finance Breakout
4/9/08

<u>Will schedule daily conference calls for FSCs & IBMs – 10am</u>

<u>IDL Fire Business Management</u>
- Ken Homik – 208-668-8648 & (cell) 208-755-2924

<u>Hazard Pay for Flight Time</u>
- Must meet requirements
- Document the adverse conditions of the flight on the CTR

<u>Cheat sheets for contracts will be posted on the NRCG wetsite</u>

<u>Team Evaluations</u>
- Finance section will be done after the payment packages are reviewed.
- Payment Review teams will be deployed to assist for a few days.

<u>Rental Cars</u>
- Piloted by R4 & R8
- R1 use the DNRC contracts. Nancy Gibson is working with logistics & dispatch to improve management of the agreements
- Will use the GSA program so vehicles can go offroad.
- Issues last year with personnel renting cars at the airport
- Arrangements need to be made by hosting unit for team members who fly in for assignments
- Need to work with dispatch for authorization for a rental on an EERA agreement
- Vendors want to know when the vehicle goes to a different incident
- Do not rent a vehicle on your personal credit card

<u>Homeland Security</u>
- By next year we will see the impact on our ADs
- We have no info on what the requirements will be on them

<u>Heads Up for FS Personnel</u>
- Looking at automated hiring for ADs. Interfaced with ROSS
- Will interface with OF-288s for travel
- Splitting workload among the different agencies. May not be sending everything to ASC.
- Forcing updating emergency contact info
- Business Committee is looking to streamline billing issues

<u>16 Hour Shifts</u>
- Being looked at closely; some personnel have been billed back for overpayment
- Work/Rest Issues
- Contractor Issues – losing money
- Lack of mitigation
- Need good documentation that meets the conditions for payment

➢ Do not try to enforce work/rest guidelines on the National Contracts (showers, caterers, etc.). They have their own guidelines.

Forests were asked for input for their roles & responsibilities for the upcoming season.
➢ Will be discussed at the Regional Leadership Meeting
➢ Looking at roles & responsibilities
➢ Training personnel
➢ Build up the workforce
➢ ISUITE for locals is being offered for training
➢ Need to recruit people for finance positions and start their training

Line officers need to be educated regarding fire business issues

Professional Liability Insurance for FSCs
➢ FCSs are not certifying payments, ASCs responsibility
➢ AD's not covered. Have a choice to take out insurance

Payments for ADs that earned more than $10,000 will be held up and sent to the WO for review

APMC
➢ Working on a template
➢ Directions have been clarified even further in the white pages
➢ Bill can be deducted from the individual's timesheet
➢ Want to come up with an interagency management plan
➢ All Risk can have different authorities that apply. Buying Team might be asked for help

HANDOUTS
Accounting Chart
Websites for Incident Business Information
Incident Payment Review Checklist & Incident Transition Checklist for ISUITE
➢ For use on incidents
➢ Posted on website
➢ Please provide feedback
R1 Safety Managers
Claims Management Information
Cost Management

ASC Letter 3/6/08(Changes)
➢ Posted on Incident Business Website
➢ ISUITE Changes
➢ Accruals Postings
➢ Accruals need to be sent hardcopy as well as electronic each day to ASC
➢ Accepting commercial invoices (mostly National type of contracts, not EERAs or BV
➢ ASC will be able to track the progress of payments for contractors

Changes in IIBMH (Handout)
Compensable meal periods – all criteria met
➢ State regs require employee have full 30 minutes with no work being done or they can be paid
   o All criteria must still be met

Maximum Earnings Limitation
AD Pay Plan
Last four digits of SSN on OF-288

Revised direction on Cell Phones
- ➢ In the process of being reauthorized for use

Fueltenders
- ➢ Will accept credit cards from vendors (voluntary basis)
- ➢ Will be mandatory by 2009
- ➢ Logistics will work with us for vendors that do not have credits cards

IBA
- ➢ Works for the hosting agency.
- ➢ Liaison for the agency administrator and the team
- ➢ Can help us with some questions or issues
- ➢ Feed information back to agency administrator

Property Replacement
- ➢ S#'s cannot be issued by IMTs for damage or replacement. Done thru hosting agency in cooperation with the home unit.
- ➢ Issues with radios are dealt with by communications and COMP/CLAIMS

ISUITE Updates
- ➢ New release scheduled for 5/08
- ➢ ADMIN
  - o Passwords expire every 80 days
  - o locked out after 3 failed attempts
  - o SSN/TIN is encrypted in the database
  - o Merging – duplicate posting
  - o ROSS Import –manual process to match crewmembers to parent record is now automated
  - o NFES supply items will no longer import
  - o Export data – now located on one screen
  - o new jurisdictional agency field required when add/editing
  - o Tables updated (kind codes, home units, rates, region/unit codes, accrual codes, AD rates, agency, injury/illness categories)
- ➢ RESOURCES
  - o New first day worked field
  - o Actual release date will be required
  - o Incident name now displays on ICS-209
- ➢ DEMOB
  - o Reports - Additional sort parameters on lst day worked
- ➢ IAP
  - o Add the last day worked to block 6 on ICS-204
  - o Display and print 16 channels on ICS-205
  - o SSN/TIN for casuals & contractors only show "*". Requires 2nd entry
  - o Tax ID will not print on OF-286
  - o Guarantee time will require # of hours
  - o Cannot post time to crewmember with a missing employment code

- o Region/unit codes prints on the fax report
- o Ability to identify a OF-286 as a final invoice has been added
- o Will display the accounting code in the time grid
- ➢ COST
  - o Matrix redefined to simplify the accrual process – shows only codes that accrual
  - o International resources has been added
  - o Speeded up the cost process – can archive resources
  - o Reports will calculate and display based on where a resource charged instead of where they are assigned
  - o Contract Agency field is renamed to Payment Agency
  - o Weekly & monthly rate options now working correctly
  - o Default rate table has been updated with current rates
- ➢ CUSTOM REPORTS
  - o FAX # added to personnel view
  - o OF-288 & OF-286 views available
  - o All field from resources table available in resource view
  - o Field necessary to create demob glide path added to resources view
  - o View to group resources
- ➢ INJURY ILLNESS
  - o Categories changed to match NFES 1815, Field First Aid Station Summary
- ➢ SUPPLY
  - o Still working on this module

E-ISUITE COMING 2010
- ➢ Next generation version of I-Suite
- ➢ Migrate current ISuite to web-enabled environment
- ➢ Make minimal functional enhancements
- ➢ Provide enterprise-wide incident data
- ➢ Support all incidents (IA to close-out)
- ➢ Java based
- ➢ UML modeling approach

Benefits
- ➢ Generate invoices for casual hires
  - o Training, dispatch, & cache work
- ➢ Install on one computer at site
- ➢ Easily retrieve date from other systems (ROSS,ICBS,IQCS, etc)
- ➢ Incident data available to other systems
- ➢ Newer Technologies
  - o MS Visual Basic (Current ISuite) is no longer supported by Microsoft
- ➢ Historical Data
- ➢ Accessible via internet
- ➢ Protects sensitive data
- ➢ Support team and incident transitions